



नेपाल राष्ट्र बैंक

बैंक तथा वित्तीय संस्था नियमन विभाग

पत्र संख्या : वै.वि.नि.वि./नीति/सूचना/४/०७६/७७



केन्द्रीय कार्यालय  
बालुवाटार, काठमाडौं  
फोन : ४४११४०७  
फ्याक्स : ४४१४५५२  
E-mail : <nrbbfirdppd@nrb.org.np>  
Web Site : www.nrb.org.np  
पोष्ट बक्स : ७३

मिति: २०७६/०५/२०

## सूचना

इजाजतपत्रप्राप्त “क”, “ख” र “ग” वर्गका बैंक तथा वित्तीय संस्थाहरु,

महाशय,

श्री नेपाल सरकार अर्थ मन्त्रालय राजस्व व्यवस्थापन महाशाखाको प.सं. २०७६/२०७७ च.नं. १४८ मिति २०७६/०५/०६ को पत्रबाट अनुरोध भई आएअनुसार वित्तीय पारदर्शिताका लागि व्यवसायीहरुले कर प्रशासनमा पेश गरेको वित्तीय विवरण र बैंक तथा वित्तीय संस्थामा पेश गरेको वित्तीय विवरणको सूचना आदान प्रदान गर्ने स्वचालित प्रणालीको विकास गरिएको सन्दर्भमा उक्त प्रणालीको कार्यान्वयन गर्ने सम्बन्धमा यस बैंकबाट इजाजतपत्रप्राप्त “क”, “ख” र “ग” वर्गका बैंक तथा वित्तीय संस्थाहरुले व्यवसायिक ऋण प्रवाह गर्दा आन्तरिक राजस्व विभागको एकीकृत कर प्रणाली (Integrated Tax System) मा समावेश गरिएको ऋण लिन चाहेको व्यक्तिले भर्नुपर्ने वित्तीय विवरणसँग सम्बन्धित सूचना र उक्त विवरणको आधारमा स्वीकृत ऋण रकम र मिति अनिवार्य रुपमा प्रविष्ट गर्ने व्यवस्था गर्नु हुन आन्तरिक राजस्व विभागबाट प्राप्त फाराम तथा युजर मेनुअल यसैसाथ संलग्न राखी सूचित गरिएको छ। साथै, बैंक तथा वित्तीय संस्थाहरुले उक्त प्रणालीमा पहुँचका लागि आवश्यक युजरनेम र पासवर्ड तथा अन्य थप सूचना आफू दर्ता रहेको कर कार्यालयबाट प्राप्त गर्न सक्ने व्यहोरा समेत अनुरोध छ।

भवदीय,

(देव कुमार ढकाल)

कार्यकारी निर्देशक

(वित्तीय विवरणसहित वित्तीय सन्तुष्टि)



आयवर्ष:.....

ऋण लिन चाहेको बैंक तथा वित्तीय संस्थाको नाम:.....

सबमिशन नं.:.....

This Record has been Submitted on:.....

## करदाता सम्बन्धी विवरण

स्था.ले.नं.									
करदाताको नाम									
आ.रा.का.को नाम									

सि.न.	विवरण	आ.व. २०७४/०७५ को Audited	आ.व. २०७५/०७६को Audited/ Provisional	चालु आ.व.को Projected
१	कुल आय (Gross Income)			
२	कर अघिको खुद मुनाफा /नोक्सानी ( Net Profit/Loss Before tax)			
३	तिर्नुपर्ने कर (Tax liability)			
४	चुक्ता पूँजी (paid up capital)			
५	जगेडा ( संचित नाफा समेत) Reserve			
६	ऋण Loan from Bank and Financial Institution			
७	चालु दायित्व (Current Liabilities)			
८	व्यवस्था (Provision )			
९	चालु सम्पत्ति ( Current Assets)			
१०	स्थिर सम्पत्ति(Fixed Asset)			
११	लेखा परीक्षकको स्थायी लेखा नं.(Auditor's PAN)			
१२	लेखा परीक्षकको नाम (Auditor's Name)			

बैंक तथा वित्तीय संस्थाले भने

स्वीकृत ऋण रकम रु.मा	
ऋण स्वीकृत मिति	
ऋणको प्रकार(एकल/संयुक्त) (single/consortium)	
कैफियत	

# Application for financial statement information sharing form

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User Manual for Bank and Financial User





## TITLE: APPLICATION FOR APPLICATION FOR FINANCIAL STATEMENT INFORMATION SHARING FORM

**Purpose:** Creation of individual user and approval or rejection of application.

**Scope:** This procedure applies Bank and Financial Users of ITS.

### **Responsibilities:**

**Bank and Financial Users** are responsible for creation of Individual Bank Users, approval or rejection of application submitted by Taxpayers.

### **Definitions:**

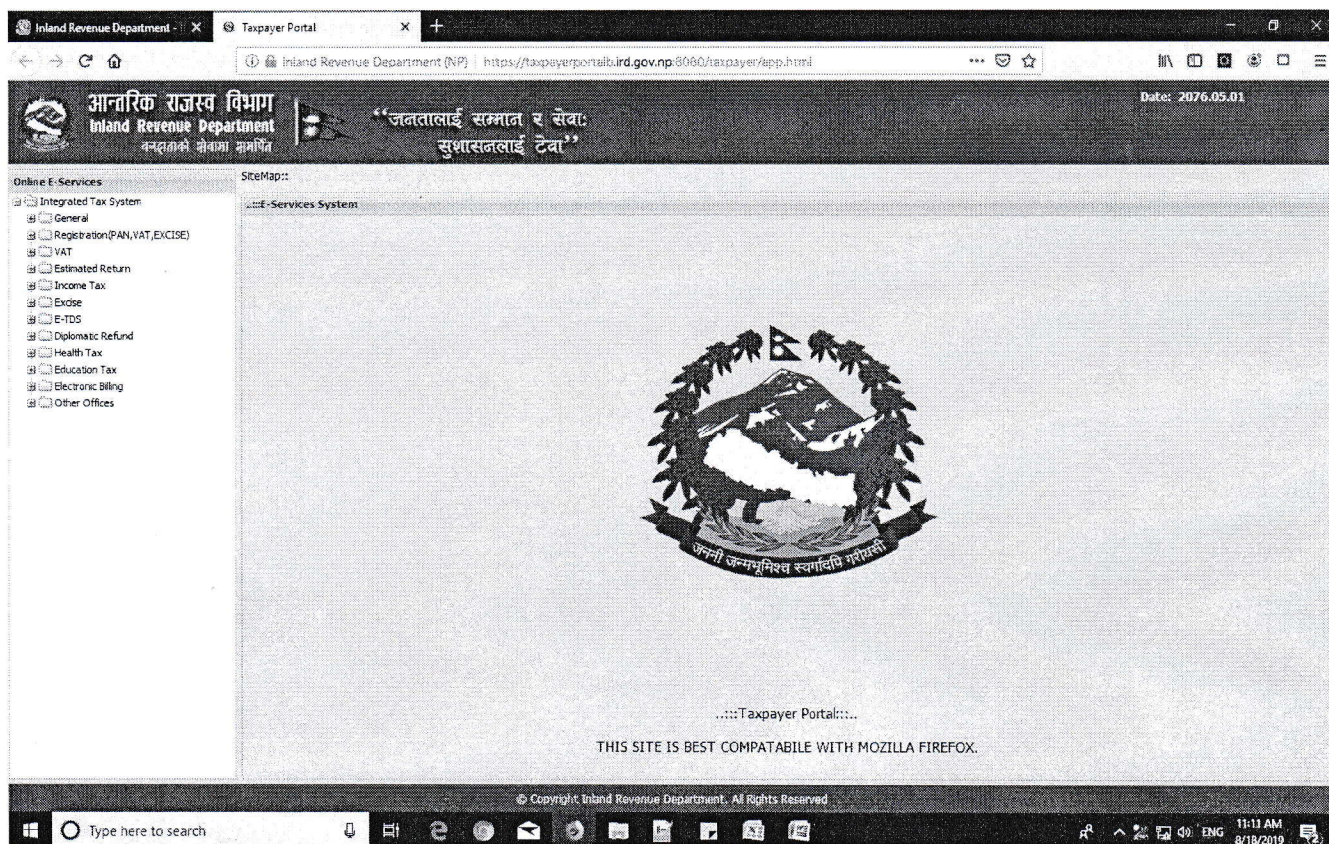
### **PROCEDURE:**

#### **1.0 Creation of Individual Bank User**



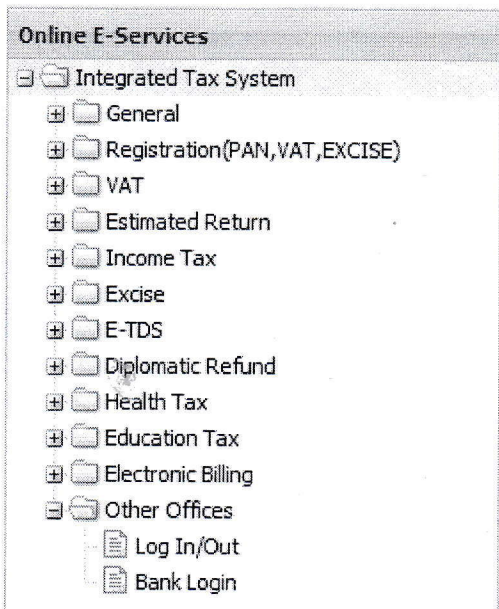
This Part is to be done by Administrator Bank User.

1.1 To login as a Bank and Financial Users User, User must visit IRD website (<https://ird.gov.np>) then click on Taxpayer Portal. The following screen will appear.



1.2 Click on '+' sign beside Other Offices. Following menu will be displayed.





1.3 Click on Bank Login. Following screen will be displayed.

A screenshot of the 'Bank Login' screen. The screen has a light gray background with a central login form. The form is titled 'Login' and contains fields for 'Username:' and 'Password:'. Below the password field are two buttons: 'Login' and 'Reset'. At the bottom of the screen, there is a small copyright notice: '© Copyright Inland Revenue Department. All Rights Reserved.'

**Bank and Financial Users** needs to login with authorized credentials.

1. Enter Username.
2. Enter Password.
3. Click on Login.
4. On successful Login, **Bank and Financial Users** will be directed to following screen.



Bank User Management

Welcome [User Name]

Bank Name: नेपाल राष्ट्र बैंक

Logout

User Creation

Auth. Person Name:

Email:

Contact No.:

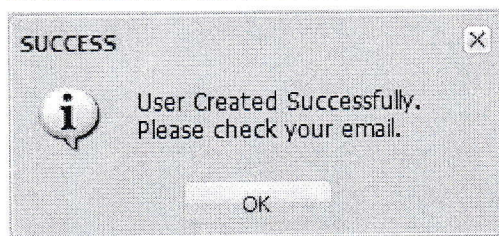
Address:

Active: ☐

Create Reset

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5. Enter Authorized Person's Name.
6. Enter Email of Authorized Person.
7. Enter Contact No.
8. Enter Address.
9. Check Active.
10. Click on Submit button.
11. On successful creation of Individual Bank User, following message will be displayed.

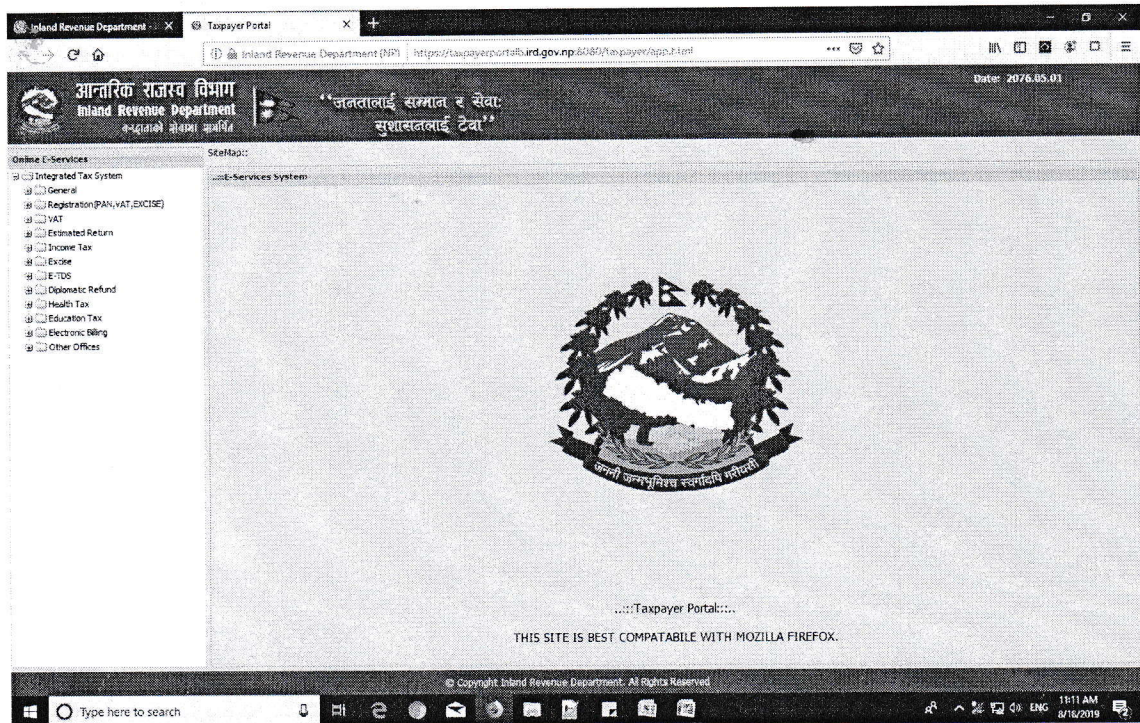




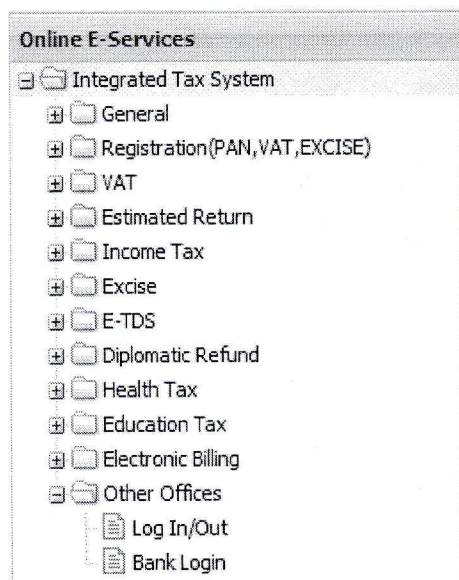
## 2.0 Approval/Rejection of Application for Bank and Financial Users

This part is to be done by Individual **Bank and Financial Users**

2.1 To login as a **Bank and Financial Users**, Bank User must visit IRD website (<https://ird.gov.np>) then click on Taxpayer Portal. The following screen will appear.

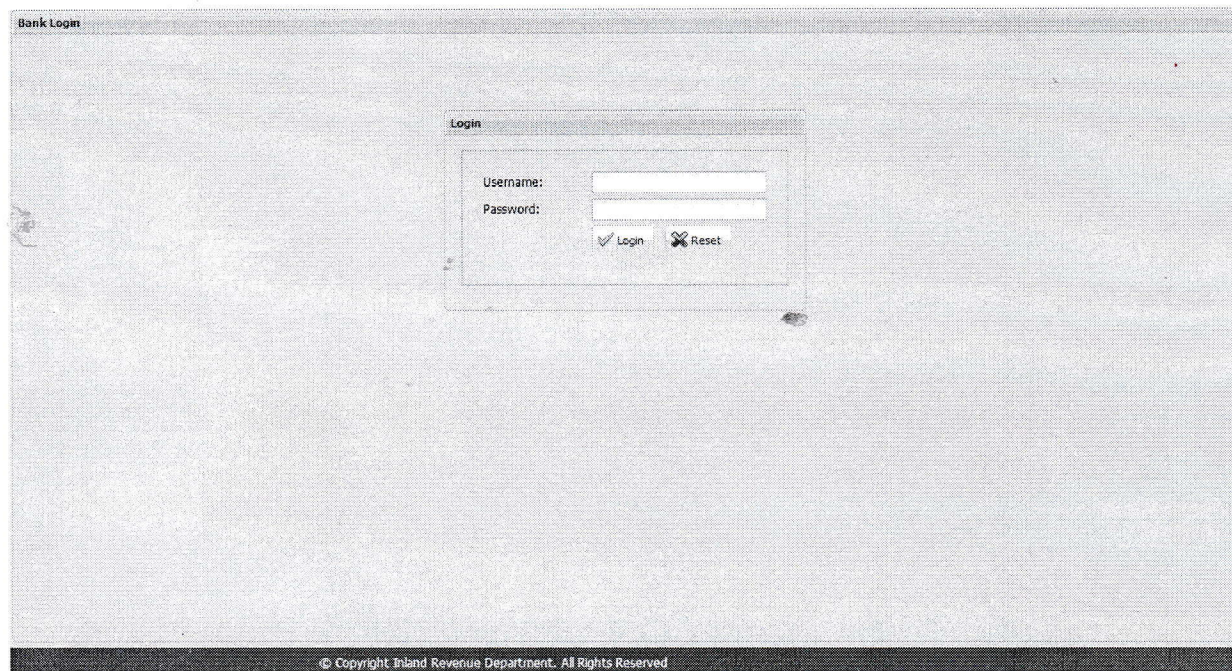


2.2 Click on '+' sign beside Other Offices. Following menu will be displayed.





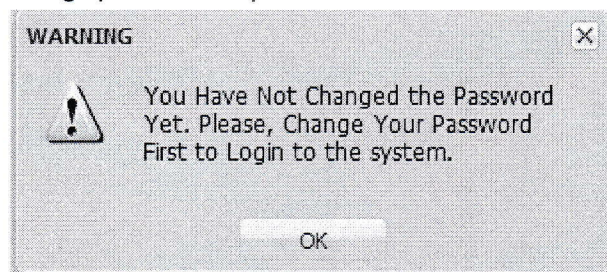
2.3 Click on Bank Login. Following screen will be displayed.



The image shows a web browser window titled "Bank Login". Inside the window, there is a "Login" form. The form has two input fields: "Username:" and "Password:". Below the "Password:" field, there are two buttons: "Login" (with a checkmark icon) and "Reset" (with a cross icon). At the bottom of the browser window, there is a copyright notice: "© Copyright Inland Revenue Department. All Rights Reserved".

Bank User needs to login with authorized credentials.

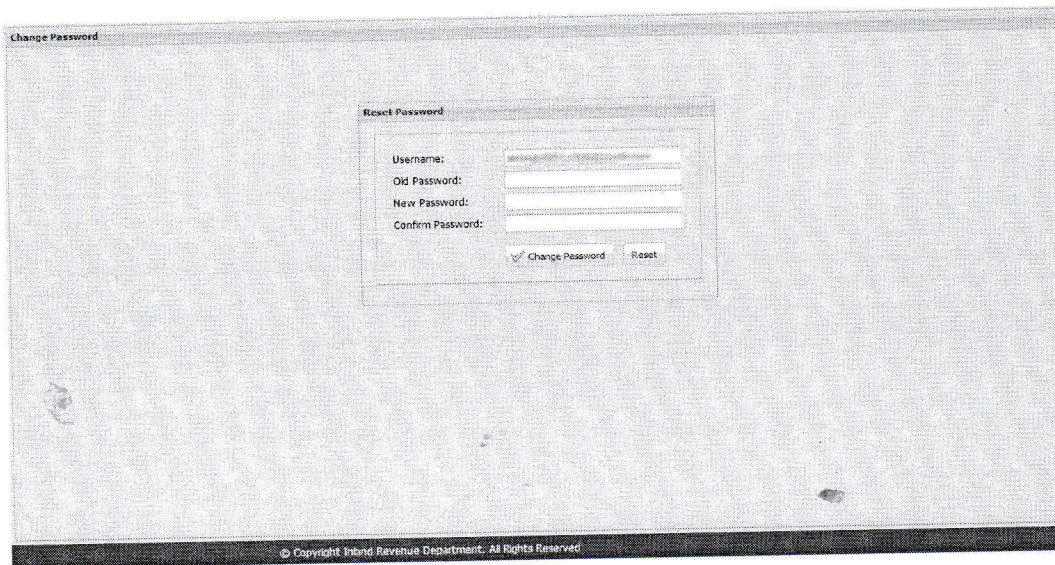
1. Enter Username.
2. Enter Password.
3. Click on Login.
4. If user is logging in for first time, following message will be displayed as user needs to change password to proceed forward.



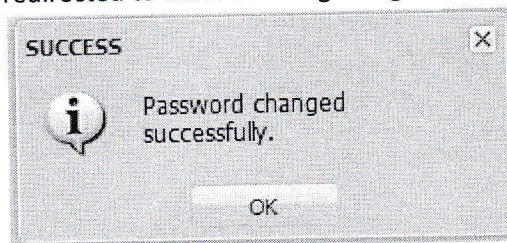
5. Click on Ok button, then user will be directed to following password changing form.







6. Enter Old Password that has been sent to authorized person's email.
7. Enter New Password.
8. Enter the new password again in Confirm Password.
9. Click on Change Password button.
10. On successful change of password, following message will be displayed and user will be redirected to Bank User Login Page.



11. Enter Username.
12. Enter Password.
13. Click on Login button.
14. On login success, Bank User (Individual User) will be directed to Bank User's Page.





Bank User Page Logout

Welcome Test Test

Bank Name: नेपाल राष्ट्र बैंक

Loan Requested Loan Verified

Submission Number:

Pan:

From Date:

To Date:

Submission No.	Pan	Trade Name	Submitted Date	Applicant Name

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15. Enter Submission Number or PAN to search the submitted application.
16. Under Loan Requested Tab to view submitted application from specific date to specific date, leave Submission Number and PAN Field empty and enter From Date and To Date.
17. Click on List button.

Submission No.	Pan	Trade Name	Submitted Date	Applicant Name
760000001086			2076.05.01	

18. Select record and click on eye icon to view application.

Bank Loan Application Form

Fiscal Year: 2076.077

Bank: नेपाल राष्ट्र बैंक

Submission No: 760000001086

PAN:

Tax Payer's Name:

Inland Revenue Office:

**Application Loan Form Details**

क्र.सं.	विवरण	अ. व. 2074.075 को Audited	अ. व. 2075.076 को Audited/Provisional	अनुमानित अ. व. को Projected
1	कुल आय (Gross Income)	43077193.93		
2	कर अघिको शुद्ध मुनाफा/ नोक्सानी (Net Profit/Loss Before Tax)	2759928.81		
3	सिमुन्जी कर (Tax Liability)	123839.43		
4	छुट्टा टुट्टी (Paid up Capital)	5000000		
5	जोखा (संचित नफा समेत) (Reserve)			
6	कृण (Loan from Bank and Financial Institution)	377011.09		
7	प्राप्त नुसिल (Current Liabilities)	12064688.33		
8	काठमा (Provision)			
9	प्राप्त सम्पत्ति (Current Assets)	12179319.12		
10	स्थिर सम्पत्ति (Fixed Assets)			
11	लेखा परीक्षकको स्वयंसेवक नं. (Auditor's PAN)			
12	लेखा परीक्षकको नाम (Auditor's Name)			

For Bank Purpose Only

Approved Loan Amount:

Loan Approved Date: 2076.01.01

Loan Type: ☐ Consortium

19. Enter Approved Loan Amount.
20. Enter Loan Approved Date in (YYYY.MM.DD) format.
21. Check on Consortium if loan type is Consortium and enter short code of bank and financial institution.
22. Click on Verify.



23. If application needs to be rejected, click on Reject button.
24. Under Loan Verified Tab, user can view verified applications. To list verified applications, either enter Submission Number or PAN or enter From Date and To Date then click on List button.
25. To print verified applications, select the record then click on print icon.

Loan Verified				
Submission No	Pan	Trade Name	Verified Date	
760000001086			2076.05.01	

